CITY OF STEVENSON
PLANNING COMMISSION MEETING MINUTES

Monday, October 14, 2013

MEMBERS PRESENT
Scott Anderson, Karen Ashley, Shawn Van Pelt

STAFF PRESENT
Mary Ann Duncan-Cole, Ben Shumaker

PUBLIC PRESENT
Mary Repar

Preliminary Matters
1. Public Comment Option
   Anderson selects Public Comment Option #1.

2. Minutes:
   Van Pelt motioned and Ashley seconded to approve the minutes of
   September 9, 2013 as-written. Two (2) ayes and one (1) abstain from
   Anderson, as he was absent at the last meeting.

3. Public Comment Period
   None

New Business
4. BIENNIAL AMENDMENT CYCLE
   Shumaker explained that this is a two (2) year cycle and submissions are
   accepted until September 30th of every odd numbered year. No applications
   were received for this amendment cycle. Anderson asked Shumaker if
   public notice was given and Shumaker said no, but they could get better at
   public notification.

5. Workshop
   Shumaker said the last few months a different form of agenda has been used
   to better match the Planning Commission bylaws. Shumaker asked Planning
   Commission to review bylaws, make them their own, and suggest any
   updates that might be necessary. They haven’t updated in awhile. He offered
   the city council rules of procedure as an example. Anderson said he wants
   to put the review off a month, but this is good homework. He also asked what
   resources were available to the Planning Commission. Shumaker
   Shumaker asked that the Planning Commission set the tone and expectation
   so that the public/guests know the meeting is not a question and answer
   session or a dialog. He said if they want that approach for legislative matters
   they can advertise for a round table workshop prior to the public hearing.
   Ashley also requested information and resources to improve performance.
   Anderson said that City Council goes to training and wanted to know if there
   was a YouTube resource or a traveling teacher that could be used as a
   resource for Planning Commission. Ashley said there was a meeting at the
   Hegewald Center once [Short Course on Local Planning Anderson said he
   went to one in White Salmon, but didn’t get what he wanted out of it. He
   doesn’t feel prepared and would like other training opportunities. Shumaker
   said that City Council needs a refresher too, that it is a very important
   process. Anderson stressed that is why he would like additional training.
Shumaker would like for the Planning Commission to make a decision on the Carwash & Storage Units in the C1 District. Anderson asked if categories can be included in 17.28. If not, he asked if it is the same general character & principal. Shumaker characterized use categories as “buckets” and asked if a carwash or storage facility fell into the buckets of the C1 District, or if they just fell near them. Falling into a bucket would mean the uses were considered principle uses under the Zoning Code. Falling near the buckets would mean the uses were considered conditional uses. Anderson said a car wash does fit. He also said there are much more effective uses of C1 space than lots of doors for storage units. Van Pelt said it was right to return to this topic to give the inquirer an answer. Anderson asked if we don’t like the storage unit, can we say no? Shumaker cautioned that this was an interpretation and not a legislative change. Is it close enough to the bucket, if so, it can be a conditional use. Ashley said we have guidance from the comp plan, it says to protect commercial space. Van Pelt and Anderson both had examples of what would be acceptable in the area and each time Shumaker said it was a matter of their interpretation. Anderson would like to clarify acceptable rental operations. Ashley suggested conditional uses that MAY be allowed, we can still deny an application. And suggested that it doesn’t meet comp plan for urban development.

Car Wash:
Anderson and Ashley agreed this use should be considered a personal or other service under SMC 17.28.010(C). All in favor of a car wash per staff recommendation, all in favor. Ashley moved that it should be included with a second by Anderson. Unanimously approved.

Storage:
Van Pelt moved to not consider this use as a type of rental operation, with a second by Ashley. Unanimously approved.

Anderson moved to not consider this use of the same general character as other uses in the C1 District, with a second by Van Pelt. Unanimously approved.

Shumaker probed the Planning Commission to provide more information on what IS considered a rental operation. Ashley says MAY include a rental operation if a physical item, not space. Shumaker asked what they thought of a property management company and they all said that would be considered a service. Ashley said that a UPS store would be retail since they sell boxes, etc. Shumaker asked if a storage unit is the same general character of M1 Industrial District. Ashley wants to wait for larger group to
answer that. **Shumaker** proposed adding a third question to the draft interpretation: “What types of uses qualify as “rental operations” under SMC 17.28.010(C) and a third interpretation: “Without limiting the Planning Commission’s authority to make future interpretations, rental operations should be taken to mean rental of goods, merchandise or equipment and not rental of space.” **Ashley** moved to approve with a second by **Anderson**, Unanimously approved.

**Staff Review**

**Shumaker** explained that on Wednesday at the Library from 7:00pm — 8:30pm all five (5) finalist and their significant others will have a meet & greet. A questionnaire will be provided to those attending for completion after the meet & greet. City Council interviews are on Thursday, as well as tours of the city. Thursday afternoon an offer will be made to one candidate.

**Staff Reports**

7. **Council Recommendations**

**Shumaker** updated the Planning Commission on City Council’s decision to exclude and include the proposed R1 to PR and C1 to R3 zoning changes. **Shumaker** said that SEPA is being reviewed/appealed regarding whether the proposed ordinance would have a probable significant adverse impact on the environment.

8. **Building Permit Update**

Forty (40) total applications in 2013, ten (10) for signs, one (1) new residence, zero (0) new commercial/industrial structures

9. **Veteran’s Day**

Our November meeting is scheduled for Monday the 11th; the Veteran’s Day holiday. At this time no make-up meeting is planned.

10. **Housing Complex Management**

**Shumaker** spoke with Joel at Columbia Cascade Housing Corporation (Owners of Whitecap). They contract with Cascade Management Company for all their facilities in the Gorge. They do have a position for an on-site “resident key holder”, but that position is currently vacant.

**Discussion**

11. **Commissioners’ Updates**

None

12. **Thought of the Month:**

“Shoulder Season”

**Anderson** explained that the concept is generally refers to the summer season as the “head”. The shoulders, then are the less busy months to either side. The service industry pushes to stretch out the summer season into the shoulders. Winter is a wash, unless you like winter sports. This is a way to maximize the tourist season and make more money on lodging/tourism in Spring and Fall. **Shumaker** asked the Planning Commission if they had ideas about how they might help. **Repar** mentioned that Julie Mayfield had a fire pit idea and she liked that. **Shumaker** interpreted this suggestion as design standards/guidelines that might be adopted. **Repar** said she has seen a lot of people walking in town. She met a young couple with a baby at Rock Creek so she told them about the downtown activities. The couple made dinner reservations in Stevenson rather than at The Lodge. **Repar** said there is nothing, no signs or “speaking kiosks” advertising downtown activities. **Anderson** said once wayfinding and signage plan are finished they will
address districts. There will be signs near Rock Cove color coding this way to waterfront or downtown. Shumaker added that while no one brought up speaking kiosks, the intent is to include a "Quick Response" code on kiosks so smart phone users can scan it and use their phone as a neo-pamphlet. Anderson said he was not sure how Planning Commission can take part. Downtown revitalization effort business/city/property owners finding a way planning commission can participate. Mayfield’s idea is good, but not sure where she’s gone with it. Shumaker mentioned that in Cashmere there are covered sidewalks with super structures to protect people from the snow and rain. He said it may not work in Stevenson, but mentioned that a canopy/awning is currently a conditional use under the Zoning Code. Van Pelt said they could eliminate the conditional use in the next update. Anderson said that being on the Revitalization Committee and Marketing Committee is a unique opportunity. He mentioned developing a three way partnership and a more permanent farmer’s market. He said we could be receptive for permanent coverage for the farmer’s market. Shumaker said that R3 to C1 zoning change brings the farmer’s market into compliance. Anderson said Alice Myers with the marketing committee said they are having serious thought to another spot, but Anderson said he likes where it is currently because traffic slows and it is a draw. Repar mentioned that they close the block for the High School Band and also Trunk of Treat Halloween celebration. Anderson reminded everyone that it is a State Hwy. He asked about a temporary change of speed limit through town during farmer’s market activities. Shumaker explained about “warrants” the city has to meet so many before the State would reduce or increase the speed limit. He will look into this & get back to Planning Commission. Shumaker also mentioned using a cone on the center line to slow traffic. He said there could be a better effort made of “mall mentality”—anchoring food stores mixed with craft stores. Repar said this has already been suggested. Anderson said it would be easier to close Russell but it is a steep road. Repar said as 121 Grange Master, the market could be held in the grange which is indoors. She explained that they have 50K budget that and she could talk to SBA. She said the parking is there on weekends, permanent stalls around building. Shumaker cautioned Repar not to get the cart before the horse—there will be zoning issues to overcome for a retail operation.

Anderson explained that there is a local technical planning team consisting of Klickitat and Skamania counties, and all are broadband players in OR and WA State. There is first responder program containing money from the sale of analog TV to cell carriers. There is 7 billion dollars to build out the first network with first responders. Any infrastructure they could use. John McSherry “open trench” mentality of public works and Brian Adams has towers there. Anderson asked how they would invite others to reduce cost of project at the city level. Van Pelt said Brian Adams got in with the P.U.D. running new power conduit. Adams paid P.U.D. but it cost less than it would have been to dig his own trench. Shumaker gave an example of Ashley’s vet business potentially being an emergency place for animals; perhaps her business could receive this funding. Shumaker said the plan must be in place by February. WA State is making sure they get theirs in order to get the grant money.
Anderson said The Lodge pays the most tax in the county. Five of ten (5 of 10) are tourism based. Tourism is something we can control. The Board of County Commissioners is focused on forest funds, but tourism is our bread and butter.

Adjournment

Meeting adjourned at 7:26pm.

Approved_____; Approved as Amended ______

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Scott Anderson, Chair                      Date

Minutes by Melissa Anderson